

2-13-2007

# JWU APA Basics Handbook: A Style Manual for Students of the Alan Shawn Feinstein Graduate School (rev)

Joanne Crossman

Johnson & Wales University, joanne.crossman@jwu.edu

Follow this and additional works at: [http://scholarsarchive.jwu.edu/grad\\_adm](http://scholarsarchive.jwu.edu/grad_adm)

---

## Repository Citation

Crossman, Joanne, "JWU APA Basics Handbook: A Style Manual for Students of the Alan Shawn Feinstein Graduate School (rev)" (2007). *Administrative Publications*. Paper 1.  
[http://scholarsarchive.jwu.edu/grad\\_adm/1](http://scholarsarchive.jwu.edu/grad_adm/1)

This Article is brought to you for free and open access by the The Alan Shawn Feinstein Graduate School at ScholarsArchive@JWU. It has been accepted for inclusion in Administrative Publications by an authorized administrator of ScholarsArchive@JWU. For more information, please contact [egearing@jwu.edu](mailto:egearing@jwu.edu).



# **JWU APA Basics Handbook 2007-2008**

**A Style Manual for Students  
of the Alan Shawn Feinstein Graduate School**

## TABLE OF CONTENTS

	Page
<b>Introduction</b> .....	1
<b>Required Resource</b> .....	1
<b>Basic Manuscript Format</b> .....	2
<b>Local Rules for Headings</b> .....	3
<b>Format for Manuscript Title Page</b> .....	4
<b>Suggested Format for Table of Contents</b> .....	5
<b>Documentation</b> .....	7
Purposes of Documentation.....	7
Plagiarism .....	7
Selecting and Documenting Quotations .....	8
Documenting Brief Quotations .....	8
Documenting Longer Quotations .....	9
Documenting an Interview .....	10
Primary Sources vs. Secondary Sources.....	10
Parenthetical and Contextual Citations .....	11
Citing Work by one Author .....	11
Citing Work by two Authors.....	11
Citing Work by Three-Five Authors.....	12
<b>Basic Reference List Citation Rules</b> .....	13
<b>Documenting Internet Sources</b> .....	15
Electronic Sources .....	16
Article From Online Periodical - PDF Version of Printed Article .....	16
Article From Online Periodical - HTML Version of Printed Article .....	16
Periodical and non Periodical Information Obtained From a Government or Corporate Website .....	17
Periodical and non Periodical Information Obtained From a Government or Corporate Website-no Specific Date of Publication, and Department or Division as Author .....	18
Document From Complex Website - Author(s) Identified .....	20
Non Periodical web Document Obtained From a Database.....	21

**Matching Parenthetical Citations With Reference List** ..... 23

**References** ..... 24



## INTRODUCTION

This handbook is intended to serve as a student guide to APA style and documentation. It addresses the most basic rules for manuscript preparation—the guidelines necessary to ensure clear and consistent presentation of written text. The handbook also presents basic rules for contextual, parenthetical, and reference list citations.

**This guide is not a substitute for the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.).**

When preparing a manuscript, students should (1) adhere to the parameters set by the course instructor, (2) consult this *JWU APA Basics Handbook* for University “local rules”, then (3) consult the *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.).

## REQUIRED RESOURCE

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.

## BASIC MANUSCRIPT FORMAT



Word-process the manuscript on 8 ½ x 11 white paper.



Use Times New Roman, Courier, Serif or Arial typeface, 12-point size.



Use a 1" margin along the top, bottom, and sides of the paper (1.5" left margin for works to be published or bound).



Skip two lines (double space) between each line of text, and Use a 5 space indent for new paragraphs.



Multiple lines of lists or bullet points should be single spaced, with double spacing between each unit of information.



Create separate pages for the title page, Abstract, Table of Contents, reference pages, and appendices.



The first line of each reference list citation should be **flush left, and each subsequent line of that citation should be indented five spaces. Single space each reference, and double space between references.**



Number all pages after the title page. Use lower case roman numerals (i, ii, iii, iv) for the Table of Contents, Abstract, etc. The first page of the document should begin with Arabic numerals (1, 2, 3, 4). **Place all numbers at the top right of the page.**



**Skip one space between sentences.**

## LOCAL RULES FOR HEADINGS

The JWU local rules for headings are as follows. Note that these rules differ from *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.)

**NOTE: Title Case = Upper and lower case; capitalize the first letter of all major words (major word = four letters or more)**

### **MAJOR HEADING CENTERED, BOLDFACED, 14 POINT TYPE**

**First Subheading Centered, Boldfaced, Title Case, 12 Point Size**

**Second Subheading Left Justified, Boldfaced, Title Case, 12 Point Size**

**Text Subheading, Indent 5, Boldfaced, Title Case, 12 Point, end Heading With Period.**

**NOTE: THE FOLLOWING EXAMPLE  
DEPICTS HEADINGS AND SUBHEADINGS  
COMMONLY USED IN A MANUSCRIPT.**

### **COLLABORATION**

**Writing With Others**

**Benefits Regarding Processes and Products**

**Multiple Perspectives.**

## FORMAT FOR MANUSCRIPT TITLE PAGE

Johnson & Wales University Providence, Rhode Island
Feinstein Graduate School
<b>WRITING WITH OUR COLLEAGUES</b>
A Research Project Submitted in Partial Fulfillment of the Requirements for the MBA Degree Course: xyz
<b>Student Name(s)</b>
Date

Skip 2 lines from  
top of page

Skip 2 lines  
Title Case, centered

Skip 4 lines, all caps,  
boldfaced, and centered  
**PROJECT TITLE**

Skip 4 lines, Title Case,  
centered

Skip 2 lines, boldfaced,  
centered

Skip 2 lines,  
centered

## SUGGESTED FORMAT FOR TABLE OF CONTENTS

THIS PARTIAL TABLE OF CONTENTS  
IS BASED ON THE HEADINGS AND SUBHEADINGS EXAMPLE

<b>TABLE OF CONTENTS</b>	
(Skip 2 lines)	
	Page
<b>Collaboration</b> .....	1
Writing With Others.....	2
Benefits Regarding Processes and Products.....	12
Multiple Perspectives.....	20
<b>Another Major Heading</b> .....	24
<b>Another Major Heading</b> .....	28
<b>References</b> .....	29
<b>Appendix A: SWOT Analysis</b> .....	33
<b>Appendix B: Survey Questionnaire</b> .....	34

**NOTES:**

The title **TABLE OF CONTENTS** is capitalized, bold faced and centered, main section titles start flush left, and subsections are indented as shown in example.



The Table of Contents' main section titles are typed in all caps, and the subsection titles are typed in title case.



The Table of Contents is double spaced, but if a title is long, continue one line below the beginning of the title.



In the example shown, page 28 is headed by the word References, and the actual list of resources begins on that page. In a long work, references may span several pages.



Appendices follow the reference list. Make separate pages for each respective appendix. If you have multiple appendices, label them Appendix A, Appendix B, etc. as in the example shown.



Be sure that the appendices are presented in the order in which they are mentioned in the main text, and that each appendix has a title. When, for example, you refer to Appendix A within the context of your manuscript, write (See Appendix A).

28
<b>REFERENCES</b>
American Psychological Association. (2001). <i>Publication manual of the American Psychological Association</i> (5 <sup>th</sup> ed.). Washington, DC: Author.

33
<b>APPENDIX A: SWOT Analysis</b>

## DOCUMENTATION

You are obligated to document all information that you gather through interviews, surveys, field observations, field experiments, literature or electronic-based resources, etc. Remember, whether you directly quote, summarize, or paraphrase that information, it must be documented. When in doubt, document.

### Purposes of Documentation



To give rightful credit to the author of a work from which you borrowed words or ideas (avoiding plagiarism)



To provide references for your readers, so they may further investigate the topic (a guide to relevant literature)



To demonstrate that you have selected appropriate/well credentialed sources (justifying your choices of selective and essential research)

### Plagiarism



**Plagiarism is an act of academic dishonesty.** It occurs when someone uses the words or ideas of someone else, in such a manner as to make it appear as if those words or ideas were their own. Plagiarism is stealing, and can easily be avoided through accurate documentation. If you quote, summarize, or paraphrase someone's words or ideas, include precise contextual or parenthetical citations that judiciously correspond with your reference list. If you are in doubt, choose to be cautious, and document. Finally, adhere to the regulations set forth in the *Student Handbook*.

## Selecting and Documenting Quotations

**Use direct quotations sparingly.** You may choose to directly quote an author because the passage (a) is eloquently written, (b) is highly technical, (c) contains legal wording, (d) is an exemplary illustration of what you are writing about, or (e) because the author's identity and credentials are of critical importance.

### Documenting Brief Quotations

If the quotation is fewer than forty words, document it with the author's surname, date, AND, because it is a quotation, include the page number. Assume you had selected a quotation from a text published in 2004, and written by Phillip C. Kolin, entitled *Successful Writing at Work*. Your quotation would appear in your document as follows:

**EXAMPLE:**

"At work, plagiarism is unethically claiming a co-worker's ideas, input, or report as your contribution" (Kolin, 2004, p. 30).



**NOTE:** The period is placed after the parenthetical citation.

**OR**

You might also quote Kolin's work like this:

**EXAMPLE:**

Kolin (2004) noted, "At work, plagiarism is unethically claiming a co-worker's ideas, input, or report as your contribution" (p. 30).



**NOTE:** Because the author and date are initially noted, this quotation ends with the page number followed by a period.

## Documenting Longer Quotations

If you choose to use a quotation that is more than 40 words long (**do this sparingly**), you must use a block quote, and single space each line. If the quotation is more than one paragraph long, beginning with the second paragraph, indent the first line of each paragraph five spaces from the margin of the first paragraph of the quotation. Do not use quotation marks, but do include the author's surname, date, and page number(s). Place these descriptions in parentheses and end the quotation, not the parentheses, with a period.

### EXAMPLE:

Plagiarism is stealing someone else's words (work) and claiming it as your own. At work, plagiarism is unethically claiming a co-worker's ideas, input, or report as your contribution. In a research report or paper you are guilty of plagiarism if you use another person's words (or even a rough paraphrase) without documenting the source. Do not think that by changing a few words here and there you are not plagiarizing. Copying someone else's software is also an act of plagiarism. (Kolin, 2004, pp. 30-31)



**NOTE:** Always end a parenthetical citation with a period, **except** when using a block quotation. The block quotation ends with its original mark of punctuation. Remember to use "p." for a single page, and "pp." for multiple pages.

## Documenting an Interview

If you conduct an interview, parenthetically document the interviewee's identification information. DO NOT include this resource on the reference list, because it does not provide recoverable data. Parenthetically document an interview as follows:

**EXAMPLE:**

This emerging trend suggests that adult learners will engage in collaborative work with their international counterparts in most of their educational experiences (C. M. Patterson, personal communication, May 28, 2007).

OR

**EXAMPLE:**

C. M. Patterson, Professor of Education at XYZ University, contended this emerging trend suggests that adult learners will engage in collaborative work with their international counterparts in most of their educational experiences (personal communication, May 28, 2007).

## Primary Sources vs. Secondary Sources

When reviewing the literature, it is advisable that you cite only that which you read. You are responsible for the accuracy of what you write and should therefore read and cite an author's original work. The author of a work is the "primary source"; if they are citing someone else's work, they have introduced a "secondary source". **You are advised to cite only primary sources in your research. When you conduct literature-based research and discover works by a secondary source, locate that secondary work in its original form, review it, and if you choose to include it in your research, cite it.** See the *APA Publication Manual* (5<sup>th</sup> ed.) page 247 for citation of a work discussed in a secondary source.

**EXAMPLE:**

In 2005, Mary L. Broad authored a text entitled *Beyond Transfer of Training: Engraving Systems to Improve Performance*. On page 44, she described a study by Yelon, Sheppard, Sleight, and Ford addressing various factors that affect performance by relatively autonomous staff. While it is convenient to quote, paraphrase, or summarize the study as it was described by Broad (2005), it is your responsibility to read and interpret or quote the original study.

## Parenthetical and Contextual Citations

You must parenthetically or contextually cite your sources throughout the text of your manuscript. Such citations briefly identify the source for your readers, so they may locate the full references in the corresponding alphabetical reference list at the end of the document. The basic rule is to include the author's surname and date of the publication.



### Citing Work by one Author

If you paraphrased information from a work written by **one author**, such as *A Larger Sense of Purpose: Higher Education and Society* published in 2005 and written by Harold T. Shapiro, simply use the author's surname and date, every time the author is referenced.

#### **EXAMPLE OF A PARENTHETICAL CITATION:**

Some of the many indispensable assets of institutions of higher learning include their practices of challenging what is familiar, and their capacity for communication across cultural divides (Shapiro, 2005).



### Citing Work by two Authors

However, if you paraphrased information from a work written by **two authors**, such as *Elementary Statistics: Painting the World*, published in 2003 and written by Ron Larson and Betsy Farber, you would write the following contextual citation:

#### **EXAMPLE OF A CONTEXTUAL CITATION:**

Larson and Farber (2003) noted that correlation and regression analysis can be used to determine if there is a significant relationship between variables and if so, one of the variables can predict the value of the other.

**OR YOU MAY PARENTHETICALLY CITE THE INFORMATION:**

**EXAMPLE OF A PARENTHETICAL CITATION:**

Correlation and regression analysis can be used to determine if there is a significant relationship between variables and if so, one of the variables can predict the value of the other (Larson & Farber, 2003).

**NOTE:** Use the “&” sign in parentheses, and the word “and” when the authors are contextually referenced. Also note that because there are **two authors** of *Elementary Statistics: Painting the World*, you must always cite both authors. Remember to maintain the order of surnames as they appear on the resources—do not alphabetize them.

**Citing Work by Three-Five Authors**

If you use a **work with three, four, or five authors**, always cite all the authors the first time the reference occurs.

**EXAMPLE OF A PARENTHETICAL CITATION:**

Illustrations may provide a virtual experience about how a subject is organized, its specifications, and its operation. This can be helpful to readers who have limited knowledge or experience about your subject (Houp, Pearsall, Tebeaux, & Dragga, 2006).



**NOTE:** Having borrowed information from the text, *Reporting Technical Information*, published in 2006 by Houp, Pearsall, Tebeaux, and Dragga, you must initially cite the surname of all the authors, and publication date.

**OR**

**EXAMPLE OF A CONTEXTUAL CITATION:**

Houp, Pearsall, Tebeaux, and Dragga (2006) noted that illustrations may provide a virtual experience about how a subject is organized, its specifications, and its operation. This can be helpful to readers who have limited knowledge or experience about your subject.

**NOTE:** In each subsequent citation, use the surname of the first author, followed by **et al.** Use a period after **al.**

**EXAMPLE OF A PARENTHETICAL CITATION:**

Another purpose that illustrations fulfill is visually capturing critical information for an audience who has little time to read full descriptors (Houp, et al., 2006).

**OR**

**EXAMPLE OF A CONTEXTUAL CITATION:**

Houp et al. (2006) contended that another purpose illustrations fulfill is visually capturing critical information for an audience who has little time to read full descriptors.

**NOTE:** Consult the *APA Publication Manual* (5<sup>th</sup> ed.) for many other rules for contextually citing sources.

## BASIC REFERENCE LIST CITATION RULES



Consult the *APA Publication Manual* (5<sup>th</sup> ed.) for the many rules about reference listings. Pages 268-281 and 364-367 will be particularly useful. Also consult the reference list at the end of this handbook.



Reminder: DO NOT list interviews on the reference list, but DO cite them parenthetically or contextually.



All other references should be cited in the manuscript **AND** on the reference list. DO NOT list any sources on the reference list that were not cited in manuscript.



Judiciously insure that all parenthetical and contextual references are correct and complete, and that their corresponding reference list citations are correct and complete.



All references (except personal communications) should be alphabetically ordered by the first author's surname. If you use more than one work by the same author, sequence them in the reference list by the publication date, starting with the earliest first. References by the same author(s) with the same publication date are to be arranged with lower case letters *a*, *b*, *c*, placed immediately after the year, within the parentheses.



Italicize the source (i.e. title of a book, journal name, etc.).



The title of a book is typed in **Sentence case\***, and italicized. However, if the title of a book includes a subtitle, the first letter of the first word in the subtitle is to be capitalized.



Periodical source citations are typed in **Title Case\*\***, and are italicized.



The title of an article published in a periodical source is typed in **Sentence case\***. However, the first letter of the first word in a subtitle is to be capitalized (subtitles often follow a colon). Also capitalize proper nouns, abbreviations, and acronyms as per usual.

**EXAMPLE:**

Avery, S., & Bryan, C. (2001). Improving spoken and written English:  
From research to practice. *Teaching in Higher Education*, 6(2), 1-12.  
Retrieved March 31, 2005,  
from [http://0-eb17.epnet.com.helin.uri.edu/DeliveryaprintSave.asp?tb=1&\\_ug=sid+2B6DB007%2D056F](http://0-eb17.epnet.com.helin.uri.edu/DeliveryaprintSave.asp?tb=1&_ug=sid+2B6DB007%2D056F)

**NOTES:** The title of the article is typed in sentence case. However, the word "English" is a proper noun and maintains its usual capitalization. Also, there is a subtitle, and therefore, the first letter of the word "From" is capitalized. *Teaching in Higher Education* is the journal's name, and is therefore presented in italic print. That is followed by the volume number typed in italic print, the issue number typed directly next without a space, then the page numbers.

Avery, S., & Bryan, C. (2001). Improving spoken and written English:  
From research to practice. *Teaching in Higher Education*, 6(2), 1-12.  
Retrieved March 31, 2005, from [http://0-DeliveryaprintSave.asp?tb=1&\\_ug=sid+2B6DB007%2D056F](http://0-DeliveryaprintSave.asp?tb=1&_ug=sid+2B6DB007%2D056F)



Periodical source citations must also include the volume number, issue number, and page numbers.



End each reference list citation with a period, except for those from the Internet. Do not end a URL with a period, because extra punctuation may hinder retrieval.



Multiple works by an author:

- Order the reference list entries arranged by year of publication; the earliest first.
- References by the same author(s) with the same publication date are to be arranged with lower case letters *a*, *b*, *c*, placed immediately after the year, within the parentheses.

#### KEY:

**\*Sentence case = Capitalize the first letter of the first word, and the first letter of each proper noun**

**\*\*Title Case = Capitalize the first letter of all major words (major word = four letters or more)**

## DOCUMENTING INTERNET SOURCES

**See the *APA Publication Manual* (5<sup>th</sup> ed.) pages 213-214 and 268-281**

The *APA Publication Manual* (5<sup>th</sup> ed.) notes two important guidelines for using and citing Internet sources:

1. “Direct readers as closely as possible to the information being cited—whenever possible, reference specific documents rather than home or menu pages.”
2. “Provide addresses that work” (American Psychological Association, 2001, p. 269).

## Electronic Sources



### Article From Online Periodical – PDF Version of Printed Article

**DESCRIPTION:** This is the PDF electronic version of an online periodical article that also appears in a printed periodical. No additional analyses and data are attached (i.e. the text is an exact duplicate of the hard copy printed version of the article):

**REFERENCE LIST FORMAT:** Follow the basic guidelines for documenting a journal reference. In addition, you must also include the words [Electronic version] after the article's title:

**EXAMPLE:**

Tench, R. (2003). Stakeholder influences on the writing skills debate: A reflective evaluation in the context of vocational business education [Electronic version]. *Journal of Further and Higher Education*, 27(4), 427-441.

### PARENTHETICAL CITATION FORMAT:

**EXAMPLE:**

Ideological and political issues influence the skills defined as necessary in higher education (Tench, 2003).



### Article From Online Periodical – HTML Version of Printed Article

**DESCRIPTION:** This is the HTML electronic version of an online periodical article that also appears in a printed periodical. This version is not identical to the original print version (i.e. the format differs, additional analyses and data are included, etc.). Page numbers will also print out in the upper right corner of the page such as "1 of 5", "2 of 5" etc.

**REFERENCE LIST FORMAT:** Follow the basic guidelines for documenting a journal reference AND include the date of retrieval and the URL:

**EXAMPLE:**

Avery, S., & Bryan, C. (2001). Improving spoken and written English: From research to practice. *Teaching in Higher Education*, 6(2), 1-12. Retrieved March 31, 2005, from [http://0-eb17.epnet.com.helin.uri.edu/DeliveryaprintSave.asp?tb=1&\\_ug=sid+2B6DB007%2D056F](http://0-eb17.epnet.com.helin.uri.edu/DeliveryaprintSave.asp?tb=1&_ug=sid+2B6DB007%2D056F)

**NOTE:** DO NOT end the URL with a period, as this will hinder retrieval. DO NOT add a hyphen. If you need to continue typing a URL on subsequent lines, break the URL after a slash or before a period.

**NOTE:** When you download and print a non-exact duplicate version of a print source, document it by using the page numbers that are displayed in the upper right hand corner of the pages you downloaded and printed. The original print version of the Avery and Bryan article, for example, appeared on pages 169-182. However, when it was printed from the HTML version, it appeared on pages 1-12.

You are obligated to contextually cite all electronic media as you would any other source.

**See the *APA Publication Manual* (5<sup>th</sup> ed.) for many other rules about citing electronic media.**

#### **PARENTHETICAL CITATION FORMAT:**

##### **EXAMPLE:**

We can raise the level of students' language awareness and use through the study of a variety of examples from literary and non-literary writing (Avery & Bryan, 2001).



#### **Periodical and non Periodical Information Obtained From a Government or Corporate Website**

**DESCRIPTION:** This is a web-based article, report, press release, statistics, or information garnered through a link, all from the government or corporate website.

**EXAMPLE:** You have accessed the United States Department of Education website at <http://www.ed.gov/index.jhtml>

You then select the link for a "Top Story". For example:

*Statement by Secretary Spellings on the Release of Indicators of School Crime and Safety: 2006*

The link to this story was

<http://www.ed.gov/news/pressreleases/2006/12/12042006a.html>

The date of access was December 5, 2006. The date the story was released was December 4, 2006. This is a government document that announces Secretary Spellings' statement. In order to read the full report of the Indicators of School Crime and Safety, another link is provided at the end of the press release.

The following examples are based on the statement by Secretary Spellings as available through the United States Department of Education website.

#### REFERENCE LIST FORMAT:

##### EXAMPLE:

United States Department of Education. (2006, December). *Statement by Secretary Spellings on the Release of Indicators of School Crime and Safety: 2006*. Retrieved December 5, 2006 from <http://www.ed.gov/news/pressreleases/2006/12/12042006a.html>

#### PARENTHETICAL CITATION FORMAT:

##### EXAMPLE:

On December 4, 2006, U.S. Secretary of Education, Margaret Spellings, issued a statement on the release of the annual Indicators of School Crime and Safety. She noted that The US "federal government supports local efforts to improve school safety by providing assistance and lending expertise, along with \$535 million this year to fund programs directly related to school safety" (United States Department of Education, 2006, p. 1).



**Periodical and non Periodical Information Obtained From a Government or Corporate Website-no Specific Date of Publication, and Department or Division as Author**

##### EXAMPLE:

You have interest in educational statistics, and after you access the US Department of Education web site, you link to

"Research and Statistics"

This brings you to The National Center for Education Statistics (NCES), located within the U.S. Department of Education and the Institute of Education Sciences.

You then select “Tables and Figures”. This brings you to “State Education Data Profiles”. You select “Rhode Island”. Now you are at the “US Department of Education State Education Data Profiles” at

<http://nces.ed.gov/programs/stateprofiles/sresult.asp?mode=short&s1=44>

Then you review a chart about post secondary education to determine the number of private and public institutions of higher education in RI, and the number of private for profit and private not for profit institutions. We see that the United States Department of Education National Center for Education Statistics authored the state education data profile.

**NOTES:** We also see that the data represent the years 2005 and 2006, but we do not know the date that this chart was published. We also know that the data we are reviewing are about the state of RI. Because this is a reputable, government site, we can consider using this resource, although there is no specific date of publication, but the date suggests the data’s timeframe. We can also trace this data directly to the National Center for Education Statistics. Be judicious in your selection of references. When there is no specific date or no specific author, or corporate, or government author, it is best to continue your review of the literature.

#### REFERENCE LIST FORMAT:

##### EXAMPLE:

United States Department of Education National Center for Education Statistics.  
(n.d.). *State Education Data Profiles: Post Secondary Education*.  
Retrieved December 3, 2006 from  
<http://nces.ed.gov/programs/stateprofiles/sresult.asp?mode=short&s1=44>

#### PARENTHETICAL CITATION FORMAT:

##### EXAMPLE:

The 2005-2006 Rhode Island data report that there are fourteen degree granting institutions of higher education (Title IV eligible). Of these, three are public institutions, ten are private/not for profit, and one is private/for profit (United States Department of Education National Center for Education Statistics, n.d.).



### Document From Complex Website - Author(s) Identified

#### BASIC FORMAT:

Author(s). (Date). *Title*. Retrieved [date] from [Host business, agency or program]: [URL]

**EXAMPLE:** You accessed the JWU Voice of Leadership Toastmasters Club website at <http://jwu.freetoasthost.us>

You then selected "Club News". Next you chose the document entitled *JWU VOL Club Receives Charter From Toastmasters International*, which was authored by Andrew Stennett and posted on November 16, 2006. You accessed the document on December 5, 2006. The URL was:

<http://jwu.freetoasthost.us/appiesboard/viewtopic.php?t=2>

#### REFERENCE LIST FORMAT:

##### EXAMPLE:

Stennett, A. (2006). JWU VOL Club Receives Charter From Toastmasters International. Retrieved December 5, 2005, from FreeToastHost.org, at the JWU Voice of Leadership Toastmasters Club Web site:  
<http://jwu.freetoasthost.us/appiesboard/viewtopic.php?t=2>

#### PARENTHETICAL CITATION FORMAT:

##### EXAMPLE:

The JWU Voice of Leadership Toastmasters Club welcomes the Graduate School and School of Education students, faculty, staff and alumni at its meetings on the second and fourth Tuesdays of each month at the Harborside Campus in Providence. With its official charter as of May, 2006, the Club joins over 10,500 clubs supporting more than 200,000 Toastmasters members who regularly meet in 90 countries around the world. The club's mission centers on fostering communication and leadership prowess (Stennett, 2006).



### Non-Periodical Web Document Obtained From a Database

**DESCRIPTION:** This is a web-based report, statistics, or information garnered through a web link; all from a database.

**FORMAT:** List as many of the following identifiers as are available: author's name (if corporate author, use that), publication date (if none, use n.d.), title of the work, date of access, the name of the database, and the URL.

**EXAMPLE:** You accessed [www.hoovers.com](http://www.hoovers.com) in search of information about the Cheesecake Factory, you then selected "Relevance", then "Sales High to Low".

In this case, you would find a chart entitled *Company Search Results*. There, you would find that Calabasas Hills, CA was reported to have the highest sales in millions (\$1,117.6). You garnered this information from this URL:

[http://premium.hoovers.com/subscribe/search/simple/company/index.xhtml?which=company&query\\_string=Cheesecake+Factory&x=13&y=10](http://premium.hoovers.com/subscribe/search/simple/company/index.xhtml?which=company&query_string=Cheesecake+Factory&x=13&y=10)

### REFERENCE LIST FORMAT:

**EXAMPLE:**

Cheesecake Factory Company Search Results. (2006). Retrieved December 4, 2006, from [http://premium.hoovers.com/subscribe/search/simple/company/index.xhtml?which=company&query\\_string=Cheesecake+Factory&x=13&y=10](http://premium.hoovers.com/subscribe/search/simple/company/index.xhtml?which=company&query_string=Cheesecake+Factory&x=13&y=10)

Notes: We do not have an author's name. Hoovers.com is not the author; it is the database we accessed. However, there is a copyright date noted at the end of the document (2006).

### PARENTHETICAL CITATION:

**EXAMPLE:**

The Calabasas Hills, CA location reported the highest sales (\$1,117.6 million), far surpassing the other 109 locations (Cheesecake Factory Company Search Results, 2006).

You might then select the document entitled *Cheesecake Factory Incorporated*.

You garnered this information from this address

<http://premium.hoovers.com/subscribe/co/factsheet.xhtml?ID=rhxyhkscyhrkxy>

#### REFERENCE LIST CITATION:

**EXAMPLE:**

Cheesecake Factory Incorporated. (2006). Retrieved on December 4, 2006 from <http://premium.hoovers.com/subscribe/co/factsheet.xhtml?ID=rhxyhkscyhrkxy>

The document indicated that it was “covered” by Joe Bramhall, and again, the copyright date was 2006. We don’t know if “covered” means “authored”, so we will credit the company as the author.

#### PARENTHETICAL CITATION:

**EXAMPLE:**

The Cheesecake Factory operates more than 110 locations, and offers more than 200 menu items (Cheesecake Factory Incorporated, 2006).

## **MATCHING PARENTHETICAL CITATIONS WITH REFERENCE LIST**

**See the sample reference list presented in this handbook for examples of common kinds of reference list citations. Sample parenthetical citations for those same references follow:**

**a book written by one author** (Shapiro, 2005).

**a book written by two authors** (Larson & Farber, 2004).

**a book written by four authors** (Houp, et al., 2006).

**a group author where the author and publisher are identical**  
(American Psychological Association, 2001).

**an article in a journal** (Crossman, 2007).

**an article from an online periodical – exact duplicate of printed article:**  
(Tench, 2003).

**an article from an online periodical – non-exact duplicate of printed article:**  
(Avery & Bryan, 2001).

## REFERENCES

- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.
- Avery, S., & Bryan, C. (2001). Improving spoken and written English: From research to practice. *Teaching in Higher Education*, 6(2), 1-12. Retrieved March 31, 2005, from [http://0-web17.epnet.com.helin.uri.edu/DeliveryaprintSave.asp?tb=1&\\_ug=sid+2B6DB007%2D056F](http://0-web17.epnet.com.helin.uri.edu/DeliveryaprintSave.asp?tb=1&_ug=sid+2B6DB007%2D056F)
- Crossman, J. (2007). MAT and MBA candidates collaboratively explore culturally responsive teaching and learning. *Journal of Student Centered Learning*, 3(3), 1-17.
- Houp, K. W., Pearsall, T. E., Tebeaux, E., & Dragga, S. (2006). *Reporting technical information* (11<sup>th</sup> ed.). NY: Oxford University Press.
- Larson, R., & Farber, B. (2003). *Elementary statistics: Picturing the world* (2<sup>nd</sup> ed.). Upper Saddle River, NJ: Prentice Hall.
- Shapiro, H. T. (2005). *A larger sense of purpose: Higher education and society*. Princeton, NJ: Princeton University Press.
- Tench, R. (2003). Stakeholder influences on the writing skills debate: A reflective evaluation in the context of vocational business education [Electronic version]. *Journal of Further and Higher Education*, 27(4), 427-441.